



This report is authorized by law 29 U.S.C. 2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State agencies will use this information for statistical purposes only and will hold it in confidence to the full extent permitted by law. Please note this report is mandatory in California, under Section 320.5 of the Unemployment Insurance Code and Section 320.5.1 through 320.5-28, Title 22 of the California State Administrative Code; in North Carolina, under Section 96-4(g) (l) of the North Carolina Employment Security Law; in Oregon under the Oregon Revised Statute 657.660; in Washington, under the Revised Code of Washington sections 50.12.010, 50.12.070, and 50.12.180; and in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals). **Form Approved OMB No. 1220-0011.**

We estimate that it will take an average of 7 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number.

Purpose: These data are used to generate estimates of employment, hours, and earnings for the nation, States, and areas. For more information on these important economic indicators, visit www.bls.gov/ceshome.htm, contact BLS, or your State Employment Security Agency.

Primname
Secname
address
city, state zipcode

Definitions and Instructions for Completing this Form

Common Reporting Adjustments: Please pay special attention to items marked with an asterisk (*)

Reference Period: Complete this form for the pay period checked in Part B that **includes the 12th day of the month**. If you have a weekly pay period and the 12th falls on a Saturday, report for the week of the 6th-12th; if the 12th falls on a Sunday report for the week of the 12th-18th.

Column [1] All Employees: Enter the total number of persons who worked or received pay for any part of the pay period including the 12th of the month.

Include:

- Full- or part-time employees
- Salaried officials of corporations *
- Executives and their staff *
- Persons on paid vacation *
- Persons on paid sick leave *
- Persons on other paid leave
- Trainees

Exclude:

- Proprietors, owners, or partners of unincorporated firms
- Pensioners
- Unpaid family members
- Persons on strike the entire pay period
- Persons on leave without pay the entire pay period *
- Armed forces personnel on active duty the entire pay period
- Outside contractors and their employees

Column [2] Women Employees: Enter the number of employees from Column 1 who are women.

Column [3] Production Workers: Enter the number of employees from Column 1 who are production workers. "Production workers" includes working supervisors/group leaders who may be "in charge" of a group of employees, but whose supervisory functions are only incidental to their regular work.

Include:

- Record keeping related to production
- Assembling
- Warehousing
- Maintenance
- Product Development
- Janitorial
- Storage
- Shipping
- Packing
- Trucking
- Repair
- Receiving
- Processing
- Handling
- Fabricating

Exclude:

- Record keeping not related to production
- Medical
- Legal
- Credit
- Sales
- Finance
- Professional
- Collection
- Executives
- Cafeterias
- Advertising
- Purchasing
- Technical
- Personnel
- Advertising
- Accounting
- Force account construction
- Installation of products
- Servicing of products
- Sales-Delivery

Column [4] Production Worker Payroll: Enter the total gross pay earned during the entire pay period checked in Part B for all production workers in Column 3.

Report pay before employee deductions for:

- FICA (Social Security)
- Unemployment insurance
- Health insurance
- Pay deferral plans such as 401K plans
- Taxes
- Bonds
- Pensions
- Union Dues

Include:

- Bonuses paid each pay period *
- Overtime
- Holidays, vacation, or sick leave
- Other paid leave
- Incentive Pay
- Commissions paid at least monthly

Exclude:

- Bonuses not paid each pay period *
- Lump sum payments *
- Retroactive pay *
- Payments-in-kind
- Travel expenses
- Annual pay for unused leave
- Pay advances, such as vacation pay advances
- Commissions

Column [5] Production Worker Hours: Enter the total number of hours paid during the entire pay period checked in Part B for all production workers in Column 3. Do not convert overtime or other premium hours to straight-time equivalent hours.

Include:

- Overtime, Stand-by or reporting time
- Hours not worked, but for which pay was received (holidays, vacations, sick leave, etc.)

Column [6] Production Worker Overtime Hours: Enter the total number of hours from Column 5 for which overtime premiums were paid because the hours were in excess of the regularly scheduled hours.

Include:

- Saturday, Sunday, 6th day, 7th day, and holiday hours

Exclude:

- Shift differential, Hazard, Incentive, or other similar types of premiums

Column [7] Comment Code: Please enter a comment code, found in Part D, to explain any large changes in your data. (Note: a change of 25% or more in any data element should be considered "large.")

Current Employment Statistics Report Form

U.S. Department of Labor

Report Number reptnum	Industry Code naics	Our information number: 1-dccphone Data Collection Center
		pcnumber

A. This report is for location: location If this is incorrect, please contact us.

Worksite street address,

Worksite city, State, zip

B. Production workers are paid: each week every 2 weeks twice a month once a month

C. Please complete columns 1-6 for the single pay period checked above which includes the 12th of the month.

Reference Period	[1] All Employees	[2] Women Employees	[3] Production Workers	[4] Production Worker Payroll OMIT CENTS	[5] Production Worker Hours ROUND TO THE NEAREST HOUR	[6] Production Worker Overtime Hours ROUND TO THE NEAREST HOUR	[7] Comment Code (see Part D)
12=DEC				\$			
01=JAN				\$			
02=FEB				\$			
03=MAR				\$			
04=APR				\$			
05=MAY				\$			
06=JUN				\$			
07=JUL				\$			
08=AUG				\$			
09=SEP				\$			
10=OCT				\$			
11=NOV				\$			
12=DEC				\$			

D. Comment Codes: Select one of the following codes to explain large changes in your data. Please enter the number in Column 7. (Note: a change of 25% or more in any data element should be considered "large.")

Employment Shifts	Pay Shifts
01 Seasonal increase	20 Wage rate decrease
02 Seasonal decrease	21 Wage rate increase
03 More business (expansion)	22 Increase in percentage of lower-paid employees
04 Less business (contraction)	23 Increase in percentage of higher-paid employees
05 Short-term/specific business project starting	25 Higher hourly earnings for piecework or incentive pay
06 Short-term/specific business project completed	26 Less overtime
07 Layoff	27 More overtime
08 Strike	40 Shorter scheduled workweek
09 Temporary shutdown	41 Longer scheduled workweek
12 Internal reorganization resulting in an employment decrease	45 Majority of workers on paid vacation
13 Internal reorganization resulting in an employment increase	46 Majority of workers on unpaid vacation
19 Employment returns to normal	
83 Leasing arrangement	
86 Permanent shutdown	
	External Factors
	50 Adverse weather conditions
	55 Return to normal following adverse weather conditions

E. Contact person, in case of questions:

Your Name

Title:
title

Phone Number:
phone

FAX Number:
fax

E-mail Address: